MILPERSMAN 1000-170

SAILING DIARY

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References	(a) OPNAVINST 1000.23C

1. **Policy**. Upon sailing, all ships and deployable units, squadrons, and staffs getting underway will submit a **Sailing Diary** each time they leave port (any port), regardless of time in port. Each member of the ship's company who will not be on board at time of sailing must be reported as **Absent on Sailing**. Upon arriving at a port, a **Sailing Termination Diary** must be submitted to delete the previous Absent on Sailing. The term "**ships company**" refers to all personnel who are attached to an activity in a duty or temporary duty (TDY) status.

2. **Purpose**. In the unfortunate event that a unit may experience some form of disaster on board, it is absolutely imperative that leadership and personnel accounting systems have the most up-to-date personnel information/data possible from that unit. The Sailing Diary provides that vehicle in which this is accomplished.

3. **Responsibilities**

    a. See reference (a) on Sailing Diary policy/procedures for **submarines**.

    b. **All ships** with components for which they are responsible will report Sailing and Termination Diaries using the **Navy Standard Integrated Personnel System (NSIPS)**. A component is an activity permanently assigned to the ship, but has a different activity title and its own unique unit identification code (UIC).

4. **NSIPS Procedures**. Strict adherence to these requirements is essential in order for Commander, Navy Personnel Command (COMNAVPERSCOM) to provide the status of an activity and personnel in the event of a disaster at sea. The **Active Readiness Information System (ARIS)**, permits the personnel

managers to quickly determine passengers embarked, survivors embarked, personnel on board to temporary additional duty (TAD), and personnel absent when the ship or mobile unit gets underway.

    a. **Prior to getting underway**: A diary will be created in **NSIPS**.

    b. **Upon sailing**: Release the Sailing Diary in **NSIPS** for all ship's company and embarked personnel.

    c. **While underway**:

    (1) **Personnel Arrivals**. If personnel arrive while underway, determine the reason they are reporting. See the below table:

PERSONNEL ARRIVALS			
IF:	**TRANSACTION:**	**SUBMITTED BY:**	**METHOD:**
Reporting for duty	Gain	Ships **attached** to Personnel Support Activity Detachment (PERSUPP DET) Afloat	Submit documentation to PERSUPP DET Afloat
		Ships **not attached** to PERSUPP DET Afloat	In NSIPS
Reporting for TAD to augment normal manning **or** embarking as passengers or as survivors	Embarked Passenger	All Ships	In NSIPS

(See next page.)

(2) **Personnel Departures**. If personnel depart while underway, determine the reason they are leaving. See the below table:

PERSONNEL DEPARTURES			
IF:	**TRANSACTION:**	**SUBMITTED BY:**	**METHOD:**
Ship's company member is being transferred to a new duty station	Loss	Ships **attached** to PERSUPP DET Afloat	Submit documentation to PERSUPP DET Afloat
		Ships **not attached** to PERSUPP DET Afloat	In NSIPS
On board for TAD to augment normal manning and are now departing	Debarked Passenger	All Ships	In NSIPS
Ship's company member departing on leave or TAD	Debarked Passenger	All Ships	In NSIPS
An embarked unit, squadron, or staff debarks underway	Unit/Staff Debark	All Ships	In NSIPS
Armed landing party or VBSS team departure or return	Armed Landing Party	All Ships	In NSIPS

(See next page.)

5. **NSIPS Navigation.** The remainder of this article contains information on navigating through the NSIPS diary application panels and their uses.

     a. From the **NSIPS Home Screen**, click on **Diary>**, **Sailing Admin>**, **Use>**, **Sailing Admin** – **Create**.

     b. **Sailing Admin** – **Create** panel will appear. At the bottom of the screen the **UIC** and the **Name of the Ship** under the **Department Description** will be reflected.

     c. Click on the **Ship** and a panel with four tabs across the top of the screen will appear. Note what each tab is for; **Sailing Info**, **Absent on Sailing**, **Embark/Debark Passengers**, and **Armed Landing Party**.

          (a) **Sailing Info Tab**: Used for information such as sailing beginning/ending dates, sailed from/return to Port, and to report when a unit, squadron, or staff has embarked/debarked with the ship.

          (b) **Absent on Sailing Tab**: Used to add or delete personnel absent on sailing or ship's company personnel who depart/return after getting underway.

          (c) **Embark/Debark Passengers Tab**: Used to add or delete embarked/debarked United States (U.S.) military officer and enlisted passengers, foreign military passengers, and civilian passengers.

          (d) **Armed Landing Party**: Used to add or delete an armed landing party, or personnel when a VBSS team is landed in a foreign territory or vessel for purposes other than training, shore patrol, or parades.